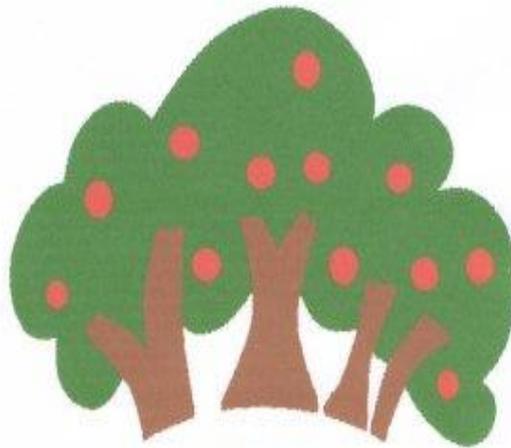


Welcome to

KENTS HILL SCHOOL & Nursery



"Tomorrow's success begins today"

This booklet is for parents of children starting
Reception
September 2020

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Welcome to Kents Hill School and the start of a very important and exciting partnership. In this booklet, we have put together some information, which will help you and your child to prepare for their time at our school. One thing that we are proud of at Kents Hill is the open communication we have with our families and we hope that you will feel that you can ask us any further questions.

Organisation of the Reception Classes

Early Years in Kents Hill School refers to the Nursery and Reception classes.

Reception Classes are situated in their own designated area of the school. Each homebase has a carpet area, touchscreen and cloakroom and children will share a large practical area and toilets. Outside the Early Years area, there are secure, designated play areas with large toys and outdoor play equipment and a covered area, just for Early Years children.

The Reception class provides places for 30 children and is staffed by a teacher with additional learning support assistants. As the children go through the school year they will have increasing opportunities to integrate with the main school by attending regular assemblies, sharing in whole school activities and using the main playground.



What time will my child start and finish?

To help your child settle into Reception in September, there will be a period of induction. You will be given details of your child's induction pattern.

Full time session:

Doors Open	8:50am
School day ends	3:00pm



***Morning registration is taken at 9am - please be aware that arrivals after this time will be recorded as late. Frequent late arrival at school is monitored by our Attendance Officer and may incur a Fixed Penalty Notice.**

As the children come into their homebase, they register by finding their name. It is important that the children arrive promptly for the beginning of the session. Parents are asked to leave the building by **8.55am** so the doors can be locked and the children can be gathered together to begin their day.

Your child will have a peg for their coat and PE bag, plus a space for their Book Bag and, if required, their lunchbox. We encourage children to bring a named water bottle into school for drinks during the school day.

For health and safety reasons pushchairs cannot be brought into school. However, we would ask that you bring younger siblings into the building with you, as school staff cannot be responsible for children left in pushchairs outside. It is important that you look after younger siblings while you are in the building.

- Adults over 16 must bring and collect your child to and from school. You must inform us of who that person will be.
- If someone other than the normal adult is collecting your child for any reason, you must let us know either in person or by telephone. The person collecting will be asked for a password that will have previously been agreed by you.

Parents as partners

It is vital that parents are involved in their child's education. We encourage parents to participate from the beginning.

It is hoped that the induction process will help your child settle into school. If, however, your child is not happy and is clearly distressed, you are welcome to stay at school to settle your child in. Please do not leave your child in a distressed state without telling the teacher or learning support assistant. You are most welcome to phone the school during the session to see if your child has settled down.

Parents have an extremely important part to play in helping their child at school. It is expected that you will support your child with their learning. We complete on-line learning journals throughout the year, sharing your child's development. Observations and photographs are recorded using a system called Evidence Me. At the end of each half term, we will email you a copy of your child's learning journey. We will encourage you to contribute to this by submitting photographs and videos of learning that takes place at home.

There will be a Termly Learning Conversation (TLC) early in the autumn term so that we can share your child's progress and how well they have settled in. Parents may also see the class teacher at other times during the terms if they have any concerns or would just like to see how their child is progressing. If you have any queries or worries please do not hesitate to contact your child's teacher or the Early Years Phase Leader. We would rather you talked to us as soon as possible about any concerns you have. If your teacher has any concerns about your child's progress or behaviour, they may request a meeting to discuss how to help your child.

This website has a wealth of useful information for parents of young children, including advice about starting in an Early Years class:

www.foundationyears.org.uk



What does my child need for school?

Clothing

Our school uniform consists of black or grey trousers and skirts, with a white or pale blue polo shirt or shirt. Children wear royal blue embroidered sweatshirts or cardigans, which are available to buy from Kedaph Schoolwear Ltd, our locally based supplier www.kedaphschoolwear.co.uk (see inside your pack for details).



We ask that children wear black school shoes that they can fasten independently, with white/dark socks or plain dark tights. It is very important that their footwear is suitable for climbing and playing.

All children are required to wear clothing that is suitable for school. **Please ensure all clothing and belongings are clearly named - you can buy self-adhesive name labels via the link: <http://www.name-labels.com>.**

P.E. clothes

The children will have indoor PE lessons once a week, starting in September so please help your child practise getting changed into their PE kit and then into their uniform.

For indoor PE the children will have bare feet, but will need plimsolls to walk through the school. They will need blue/black shorts or leggings and a white or blue t-shirt. These items should be brought to school in a PE bag, which is

available to purchase in the school office. The teacher's will inform you when an outdoor kit is needed.

For Health and Safety reasons children are asked **NOT to wear any jewellery in school, with the exception of one stud earring in each ear.** Please tie back long hair on P.E. days. During gymnastics we will ask the children not to wear their studs to school on a PE day.



Book bag

Each child will need a book bag. It is important that these are kept clean and safe, as some letters from school may be put into book bags, along with books and children's work. These are available to buy from the school office and will need to be checked on a daily basis. Please check book bags at the end of each day as all letters and notes will be sent home via book bags.

Lunchtime

Children enjoy their lunchtime with their friends, eating in the hall and playing outside together. All children at Kents Hill School from Reception upwards are entitled to a free school meal.

We have hot meals delivered to the school each morning by our provider Dolce.

Parents can select a main (meat/fish), vegetarian meal or a jacket potato with filling. Orders must be placed online at www.live-kitchen.co.uk/cashless in advance for the term. However, if needed, this can be done up to 9am on the required morning.

If you prefer to send in a packed lunch, it must be sent with your child in the morning. We encourage a healthy lunch. It should not contain sweets or chocolate and due to children's allergies in school, no nuts or chocolate spread is allowed. We also discourage yoghurt tubes, as these sometimes "explode" down school jumpers! If you send a yoghurt in a pot, please also provide a spoon.

All children may bring in a juice drink for lunchtime, if desired, although water is always available on the tables. Children can have a water bottle in their learning area as long as it is filled with water.

Snacks

Children are provided with a piece of fruit to eat at snack time, free of charge.

Milk is available for your child via the 'Cool Milk for Schools' scheme. This milk is supplied free to children up to their fifth birthday after which a small charge is made. Once your child turns 5, milk must be applied and paid for through the 'Cool Milk' scheme (see the school office or the website).



How can I prepare my child for school?

Preparing your child for entry into Reception is very important. Here are some suggestions of things you can do to help.

If your child has not been in Nursery or another setting, try to get them used to other people. Encourage them to spend some time with a trusted adult away from home. Also encourage other children to come and play and let your child go to other children's homes.



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Encourage your child to dress themselves. Be patient and give them plenty of time. Get them used to being dressed early in the morning so they have that as part of their routine before starting school. Children will also be expected to put their coats on independently at playtime and to hang them on their peg when they come into school.

Make sure they can manage the toilet on their own and can ask clearly when they need to go. This includes remembering to flush the toilet and wash their hands.

Children learn through play. Let your child experiment at home with dough, water and sand. Helping to clear up is also part of their learning.

Let your child draw on big sheets of paper with thick crayons, pencils and chinks. Help your child to cut out - they may need special scissors if they use their left hand.



Talking with your child is very important - and so is listening to them. Try to answer their questions if at all possible.

Give your child the chance to follow instructions. Praise them when they have done as you ask.

At Kents Hill School your child will be working in an attractive and colourful teaching area. Within this happy and secure environment your child will have opportunities to make many new friends. They will also be working alongside children and adults in a variety of situations.

They will be encouraged to grow in confidence and independence and to enjoy

their own successes as well as those of other children.

This will be achieved through the many new learning experiences we will be providing for your child.

We will share together your child's progress in learning, working and playing with others.



Medical Needs

If your child has an ongoing medical need which requires either treatment or monitoring, please discuss it with staff prior to them starting school. If possible, parents should administer all medication. We will normally only administer medication that has to be taken 4 times a day, but we will need a medical form completed. Exceptions may be made in the case of children attending Kents Hill Care Club (KHCC) until 6:00pm.

If staff are required to supervise a child taking medication, for example, an asthma inhaler, we will need prior written authority and full written instructions. Please ask the office for a medical form.

Our Medicine Policy can be found as part of our Health & Safety Policy (Appendix 6) which is on the school website.



What happens if my child becomes ill in school?

We will get in contact with you to explain the situation and, if necessary, ask you to collect your child as soon as you can.

If your child has had a bump to the head or a scrape, we will administer simple first aid and note it in our Accident book. In the case of bumped heads, you will be sent a courtesy message via email and given a slip at the end of the day to make sure you are aware of what has taken place.

If your child has an accident requiring a doctor's attention or becomes unwell, we will contact you immediately.



Absences



It is required that your child attends school every day unless they are unwell and that they arrive on time. It is important to tell us if your child is absent from school. Please phone on the first day of absence by 8.45 am to avoid the need for us to chase up non-attendance.

If your child is unwell for 3 days or more, you should supply evidence that they have visited their GP - a standard form is available from the office, or the website, which your surgery receptionist can stamp and date for our records. Children learn best when they arrive on time into school. When they arrive with all of the other children, they follow the same routines and settle into the session more easily. Please aim to arrive on time every day.

Government guidelines state that holidays must not be taken in term time. Any request for leave of absence from school must be made through the Headteacher and will only be granted in exceptional circumstances. There are 14 weeks of the year when children are not in school and family holidays should be taken during those periods.

Any leave of absence not authorised by the Headteacher will be recorded as unauthorised. As a result, parents may be issued with a Fixed Penalty Notice (fine) by the local authority.

We make a point of celebrating good attendance in School, through

- Duggee the attendance dog
- half termly 100% attendance badges
- medals for 100% annual attendance.

Early Years Curriculum

The curriculum for our Reception classes is based on the national Early Years Foundation Stage Curriculum.

At Kents Hill School we provide a broad, balanced and rich education that encourages children to be independent learners. We teach the children how to learn through 'Lenny Lion's Learning Zoo'. Each animal in the zoo has a different way of learning and Lenny the Lion encourages all of the animals to learn through exploring, choosing different things, being creative, having a 'Go for it!' attitude, persevering, concentrating, making links and using what they already know.

The learning environment is set up to develop children's skills and support progress in all of the main areas of learning.

Prime Areas			
Personal, Social and Emotional Development 	Physical Development 	Communication and Language 	
Specific Areas			
Literacy 	Mathematics 	Understanding the world 	Expressive Arts and Design 



All of the learning in Reception will link to children's interests, books and events happening throughout the year. We will also explore animals, seasons, celebrations, places, families, friendships and environments.

Creativity runs through the whole curriculum, offering opportunities for children to make choices, think through solutions to problems and find unique ways of expressing their ideas. This may be through talking, drawing, painting, making models, making music, singing, dancing and moving, enabling them to become confident and independent learners.

Children will be learning phonics (sounds) to support their reading and writing in short interactive daily sessions. At Kents Hill School we use the Read, Write, Inc. resources and follow Letters and Sounds structure to teach.

Your child will benefit hugely from your involvement in their learning. Children can access an internet-based resource Purple Mash from home and school, once you have received a login. This is a very engaging website with a wealth of suitable activities.



How will I know how my child is getting on?

From when children start school, staff will find out about their knowledge and abilities, so that each child's learning needs can be met. This assessment takes place through normal, everyday class activities and the children are generally unaware of the process. We assess their development across all

areas of the curriculum. Staff will also take into account any information received from parents and/or previous settings.

Your child's progress in Reception will be reported to you during the Termly Learning Conversations and in their end of year written report. The children's on-line learning Journal will also be sent at the end of every half term so that you can see what your child has been learning and how this is used as evidence of their progress.

If you or we have any concerns regarding your child in between Consultations, we will arrange for a discussion to take place at a mutually convenient time.



Behaviour

Our school Behaviour Policy is based on promotion of positive behaviour and by praising exemplary attitudes and behaviours. Children are rewarded for displaying positive values and attitudes, including towards their learning.

Lenny Lion's Learning Zoo

We explicitly teach our children the skills that they need to be good learners by using the Lenny Lion's Learning Zoo. Each animal in the zoo teaches the children a specific skill that will help them with their learning.



- Go For It Gorilla - I will have a go
- Persevering Parrot - I keep trying.
- Slinky Linky Snake - I can make links.
- Proud Peacock - I am proud of what I do.
- Creative Chameleon - I have my own ideas.
- Exploring Elephant - I am an explorer.
- Concentrating Crocodile - I join in and concentrate.
- I Know Rhino - I play with what I know.
- Choosing Chimp - I choose ways to do things.

If children have difficulties making the right choices, we will try to help them to understand how their behaviour is affecting others. Continuing unacceptable behaviour will be shared with parents. Children learn much more quickly when parents and school are working together.

Our Behaviour Policy can be viewed on the school website.

Information from school

There are half-termly school newsletters issued which will provide

playground by that time.

We encourage families to walk, scoot or cycle to school, wherever possible. This has many benefits to individuals, as well as reducing congestion by the school gates. Cycle/scooter parking is available within the school grounds, but please ensure that you and your child walk from the school gates, for the safety of all our families.

The car park at the front of school is Council property and is sometimes patrolled by PCSOs. We ask that you park in the bays and never block in other drivers. The two disabled bays should only be used by those who have a blue badge and need closer access to the school. The school gates must be kept clear in case emergency vehicles need access to the school grounds. We do recommend that parents park a little further away from school if possible, in order to avoid congestion. However, please be considerate of our neighbours, who may need access to their drives.

Finally, we hope this will be a long and successful partnership between school and your family.

WELCOME TO KENTS HILL SCHOOL!